

**MATERIALS SELECTION POLICY**  
**for the**  
**SMITHFIELD PUBLIC LIBRARY**

**I. COMMITMENT**

Establishment of a free Public Library was authorized by a majority vote of a city election, July 28, 1917 and an agreement entered into by resolution of the Smithfield City Council to maintain such a Library when erected with money provided by the Carnegie Corporation of New York.

**II. OBJECTIVES**

- To make available books and other materials that will meet educational, informational, cultural and recreational interests and needs of the people of Smithfield, within the limitations of budget and space.
- To facilitate informal self-education of all people of the community.
- To encourage reading for recreation.
- To represent all points of view, but not necessarily in equal quantities.

**III. RESPONSIBILITY FOR SELECTION**

Responsibility for materials selection rests with the Librarian(s) appointed by the Smithfield City Council, within the framework of policies established by the Smithfield Library Board.

**IV. CRITERIA FOR SELECTION**

- It shall be the policy to purchase the best books available within budget limitations.
- Library materials shall be chosen for values of interest to all people of the community. In no case should library materials be excluded because of the race or nationality or the social, political or religious views of the authors.
- As the responsibility for the reading of minors rests with their parents or legal guardians, selection should not be inhibited by the possibility that minors may inadvertently come into possession of materials considered by their parents to be inappropriate.
- On controversial subjects, representative points of view are included and the positive approach of selection on the basis of merit, rather than the negative one of censorship, is employed.

- Merits to be considered:

Reputation and significance of author and/or producer.

Need and value to the collection.

Validity, accuracy, objectivity, up-to-dateness, and appropriateness of text or audio-visual presentation.

Artistic quality and/or literary style.

High degree of potential user appeal

Availability of material elsewhere in the area, such as the public schools, Utah State University, or the LDS Genealogical Library.

Value commensurate with cost and/or need and shelving limitations.

- Obscene books or periodicals will not be purchased by the Library. However, no book shall be excluded by taking single passages out of context and basing judgment on that book for such lifted passages.
- Textbooks will be purchased only when they meet the needs of the Library's collection.
- Books written only for specialists are not usually purchased.
- Gifts of materials are accepted with the understanding that they may be added to the collection, sold, exchanged, given to other organizations, or discarded. Gifts will be added to the collection at the discretion of the Librarian, applying the criteria listed in Section III. Gifts of money, including memorial gifts for the purchase of materials, are to be accepted according to the above stipulations.

## **V. AIDS IN SELECTION**

- Recognized reviewing media.
- Judgment of staff members
- Suggestions from patrons

## **VI. JUVENILE MATERIALS**

The interests and reading abilities of children from pre-school through elementary grades are the primary consideration in selecting materials for the Children's Library. It is the Library's aim to have a well-rounded collection of books which will supplement the child's needs as a student and provide him with cultural and recreational reading. Final responsibility on young people's reading tastes and habits should rest with the parent or legal guardian and the librarian.

Supplementary to the book collection is other audio-visual material selected for this age group.

## **VII. WEEDING THE COLLECTION**

Items no longer useful are canceled and disposed of at the discretion of the Librarian(s).

### **II**

## **VIII. PAPERBACKS**

The Library maintains a popular paperback collection based largely on patron demand and anticipated patron demand. Formal selection criteria are not applied to this collection.

## **IX. PATRON COMPLAINT**

Objection to materials in the Library collection should be submitted in writing upon forms provided by the Library for this purpose. A response to the complaint will be made by the Librarian giving the reasons for purchase of the material objected to, and action taken upon the complaint. Patrons have the right to appeal any such decision to the Board of Directors.

III

**PATRON'S REQUEST  
for  
RECONSIDERATION OF LIBRARY MATERIAL**

Author \_\_\_\_\_, \_\_\_\_\_ Hardback \_\_\_\_\_  
(Last name) (First name) Paperback \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Request initiated by \_\_\_\_\_

Telephone # \_\_\_\_\_ Address \_\_\_\_\_

Complainant represents: \_\_\_\_\_ himself  
\_\_\_\_\_ organization (name) \_\_\_\_\_  
\_\_\_\_\_ other group (name) \_\_\_\_\_

1. To what in the work do you object? Please be specific, cite pages.

\_\_\_\_\_  
\_\_\_\_\_

2. What of value is there in this work?

\_\_\_\_\_  
\_\_\_\_\_

3. What do you feel might be the result of reading this work?

\_\_\_\_\_  
\_\_\_\_\_

4. For what age group would you recommend this work?

\_\_\_\_\_  
\_\_\_\_\_

5. Did you read the entire work? \_\_\_\_\_ What pages or sections? \_\_\_\_\_

6. Are you aware of the judgment of this work by critics?

\_\_\_\_\_

7. What do you believe is the theme or purpose of this work?

\_\_\_\_\_  
\_\_\_\_\_

8. What would you suggest be done about this work?

\_\_\_\_\_  
\_\_\_\_\_

9. What would you recommend to replace this material in the Library collection?

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Signature \_\_\_\_\_ Date \_\_\_\_\_